

Native Endangered or Commercially Exploited (NECE) Plant Harvesting Permit Online Application FAQs

Please review our [video](#) for more detailed screenshots and tips that may help you with navigating the online application system. Several frequently asked questions are answered below.

1. Which internet browser should I use to complete the application/why is the application not displaying correctly?

The online application is optimized for computer/laptop use and the internet browsers Google Chrome, Mozilla Firefox, and Microsoft Edge. The application may not display correctly when using a different internet browser or a mobile device, such as a cell phone.

2. Lost password / password issues. What do I do?

If you no longer have access to your password, you can select "Forgot Password?" at the login attempt screen. You will be prompted to enter the email address associated with your account and an automatic email to reset will be sent with instructions on how to reset your password.

Please note passwords must:

- Be at least 8 characters long
- contain an upper and lowercase letter
- contain a number
- contain a symbol such as, @\$&!

3. Can I submit more than one application?

Yes. Login to the online NECE application portal using the email and password you created to submit your first application. After logging in, you can view any pending/completed permit applications. Click "New Application" to start a new one.

Separate applications are needed if you intend to harvest different plants from different locations. If you intend to harvest the same species from multiple addresses, or harvest multiple species from the same location, then only one application is required.

4. Can I make changes to my application after I have submitted it?

You may only modify your application before the Botanist Approval status reads "Approved." After our Botanist has reviewed your application, changes may be requested by sending an email to DPINECE@FDACS.gov. Please include your name and application # in the Subject Line.

To submit changes on a pending application, click on the colored Status Icon in the far left-hand side of your "All Applications" screen and then click the "Edit" button at the upper right-hand corner of the application page.

5. How do I check the status of my application?

Login to the online portal using the email address and password you created to submit your

application. When you login you will see “All Applications”. The Status column on the left will indicate if your application is “pending”, “under review”, “approved”, or “denied”.

6. How long is the harvesting permit valid and is it transferable?

The permit expires twelve (12) months after the date of issuance and is not transferable. All persons listed as harvesters on the permit should carry a copy of it and the written permissions anytime plants are handled.

7. How do I add another harvester to my approved permit?

Every person granted permission to harvest Native Endangered or Commercially Exploited plants should be listed on a permit or have their own. If you have an additional person you would like to add to your permit as a harvester you can submit a request by clicking the “Add Additional Person” button in the upper-right hand corner of your permit application. Once approved, a new permit will be emailed to you and available for download under your “Documents”.

8. I received permission to harvest plants from another location. How do I add another property to my approved permit?

If you received permission to harvest from another property, submit a request by clicking the “Add Additional Harvesting Location” button in the upper-right hand corner of your permit application. Once approved, a new permit will be emailed to you and available for download under your “Documents”.

9. I have permission to harvest plants from more than a dozen locations and/or in multiple counties, do I have to enter each one separately?

If you own or have permission to harvest from numerous properties, you can select “Parcel” as the Address Format option and use the Supplemental Document Upload feature to attach a list of additional properties.

Please Note: this option is only appropriate if,


- All properties are located in the same County
- Properties are owned by the same landowner or land management entity
- List of properties has complete Tax Parcel IDs, street addresses, or GPS coordinates

For questions or assistance in navigating this option please email DPINECE@FDACS.gov or call our Helpline at 1-888-397-1517

10. How do I obtain a copy of my permit?

Once approved, a copy of your permit is available for download at any time.

Login to your online account, open the application you would like to view, and click on “Documents” in the left-hand menu.

Your Permit along with any supplemental documents you uploaded during the application process should be listed under “Files”. Click on  to download a PDF copy.